



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052021R10005
ISSUANCE DATE: 02/16/2021
CLOSING DATE/TIME: 03/02/2021

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,

Troy J. Tillis
Supervisory Executive Officer



I. GENERAL INFORMATION**1. SOLICITATION No.:**

72052021R10005

2. ISSUANCE DATE:

02/16//2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:

03/02/2021 *before and/or at 3:00 p.m. Guatemalan local time (close of business).*

4. POINT OF CONTACT:

Andrea Gramajo, e-mail at agramajo@usaid.gov

5. POSITION TITLE:

Supervisory USAID Development Assistance Specialist, FSN-4005

6. MARKET VALUE:

Q.509,132.00 – Q789,156.00 equivalent to CCN-13. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:

Five (5) years, estimated to start on (DATE). Candidate must be able to begin working within a reasonable period (04 weeks) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.

8. PLACE OF PERFORMANCE:

USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.

9. ELEGIBLE OFFERORS: CCN or TCN.

Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.

10. SECURITY LEVEL REQUIRED:

Regional Security Office certification.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract.*

The Supervisory USAID Development Assistance Specialist, or Senior Advisor, serves as a core part of the Front Office leadership team, and reports directly to the Mission Director. As the largest USAID program in Central America, the Senior Advisor participates in leading an exceptionally high-profile, multi-dimensional, and politically sensitive foreign assistance program. The Senior Advisor provides executive direction in program development, implementation, and evaluation, as well as staff development necessary for the growth of the Mission. The Senior Advisor maintains regular contact with the Ambassador, Deputy Chief of Mission, and other section heads of the US Embassy, acts as a primary liaison for USAID at meetings with Government of Guatemala (GoG) ministers and staff, and routinely briefs visiting civilian and military visitors, including congressional delegations. The Senior Advisor supervises and mentors staff under his or her direct supervision, in order to ensure a high-performing team, achieving major development results in a stimulating and often challenging environment.

2. *Statement of Duties to be Performed*

The Supervisory USAID Development Assistance Specialist, or Senior Advisor, demonstrates excellent teamwork and interpersonal skills, strong leadership, management, and political acumen, and strong judgment and professionalism. As a member of the USAID/Guatemala Front Office team, and a critical member of Mission management, the Senior Advisor performs a wide range of functions to help ensure programmatic and operational success. The Senior Advisor exhibits a high level of integrity and attention to detail, to ensure the proper use of USAID and USG systems and procedures, to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The Senior Advisor is highly flexible, willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. The Senior Advisor prioritizes and completes tasks without follow-up by the Mission Director, while also filling in gaps as needed, to ensure the responsiveness of the Team. The Senior Advisor is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues, both within and outside of USAID.

Under the direct supervision of the Mission Director, the Senior Advisor performs the following representative duties:

a. Strategic Planning, Implementation, and Coordination (40%):

Together with the Mission Director and USDH Deputy Mission Director, the Senior Advisor manages a high-profile program in a dynamic, fast-paced environment, and provides programmatic, operational, and strategic direction, ensuring that activities contribute to USG program objectives.

The Senior Advisor conceptualizes and designs program strategies and objectives, in close coordination with USAID personnel, the US Embassy, and local civil society officials, based on sound political analysis and US Government policy; and, refines strategic objectives, and advocates on behalf of new programmatic approaches linked to in-country priorities and challenges.

The work requires the Senior Advisor to communicate and coordinate in-country USAID activities between USAID and its implementers, the US Embassy, other donor organizations, etc.

The Senior Advisor leads in the development of programming strategies that advance USAID priorities and USG strategic interests, and implements strategies with a focus on integrated programming by monitoring political developments, and regularly briefing USAID and partner staffs on high-level analyses, and their potential programmatic impact.

The Senior Advisor analyzes, synthesizes, and reports on current political developments and security concerns required to achieve USAID program objectives, with a particular emphasis on indigenous engagement and other priority strategic initiatives, and how best to strategically direct programming that bridges the divides between indigenous people and the rest of the population, while advancing political, economic, and social inclusion of indigenous communities in Guatemalan society.

The Senior Advisor is a senior partnership builder, working across the Mission and Embassy to identify and pursue new and innovative partnership opportunities among indigenous leaders, the GoG, the private sector, civil society, and other donors that improve living conditions for indigenous communities, while disincentivizing illegal immigration.

The Senior Advisor provides high-level and nuanced recommendations to the Mission Director and others on program and Mission performance, the appropriateness of programming to USAID country objectives, program and operating expense budgets, and related modifications.

b. Relationship Management (30%):

The Senior Advisor leads efforts to strengthen USAID relationships and coordination with senior-level GoG counterparts, along with the Mission Director, reaching across technical areas, such as the Office of the President, Office of the Vice President, Ministry of Foreign Affairs, and various technical Ministries including health, agriculture, education, economy, social development, and finance.

The Senior Advisor develops and maintains regular dialogue and coordination efforts with GoG actors involved in indigenous engagement efforts, and, in coordination with the Ambassador, Deputy Chief of Mission, Mission Director, and Officer of the Guatemalan President and Vice President, coordinates an Advisory Council comprised of indigenous leaders, for the purpose of providing strategic advice on USAID and broader USG indigenous engagement initiatives.

The Senior Advisor coordinates closely with other USG agencies and development partners, in order to leverage resources for results, including sectors where USAID may not currently be active in Guatemala. The Senior Advisor assumes the lead role in helping the Mission and USG interagency partners understand the Guatemalan context, and, in consultation with USAID/Guatemala Offices, develops and oversees implementation of USG assistance strategies for Guatemala which align with GoG policies, and has a coherent, strategic approach across sometimes divergent GoG priorities.

With the Mission Director and Deputy Mission Director, the Senior Advisor serves as a primary USAID liaison with US Embassy staff, host-country government officials, donor organizations, indigenous, local, and international non-governmental organizations, and other pertinent organizations.

The Senior Advisor develops and maintains collaborative relationships to ensure close coordination at the field level, identify the widest range of potential partners and opportunities, and achieve maximum synergy with other programs.

c. Mission Leadership (30%):

The Senior Advisor plays a prominent leadership role in the Front Office and within the Mission, and applies expertise in supervising, leading, building, and motivating a Team comprised of multiple, senior-level Mission personnel, by leveraging resources across the Mission, partner USG agencies, the GoG, and implementers, in order to maximize development impact, and integrate programming aligned with USG priorities.

Together with the Mission Director and Deputy Mission Director, the Senior Advisor designs and reviews staffing plans to meet overall program objectives, in accordance with Agency policy.

The Senior Advisor articulates USAID program strategies, as well as communicates and coordinates in-country Mission activities between USAID and its implementers, and, in consultation with the appropriate technical offices, with other donor organizations.

In consultation with the appropriate offices, the Senior Advisor prepares and disseminates programmatic, financial, and periodic reports to the Mission, the LAC Bureau in Washington, and other organizations, as appropriate; ensures the proper use of USAID systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation; ensures that USAID programs and activities are monitored and evaluated, and that lessons learned are applied to ongoing or future activities; and, assumes a lead role in analyzing and reporting on current political developments and security concerns required to achieve USAID and USG program objectives.

The Senior Advisor oversees efforts of the cross-Mission Indigenous Engagement Team, which comprises approximately twenty (20) individuals spanning multiple Mission offices.

The Senior Advisor directly supervises team of two, including a senior-level CCN/FSN Indigenous Advisor, and a mid-level CCN/FSN Advisor.

The Senior Advisor leads, coordinates, advises on, and provides regular reports to senior USG and GoG leaders on Mission and interagency efforts to implement the USAID global Policy on Promoting the Rights of Indigenous People, the USAID/Guatemala - CDCS which prioritizes indigenous engagement, the USAID/Guatemala Indigenous Engagement Strategy, and broader USG-GoG indigenous partnership initiatives.

The Senior Advisor oversees eight internal collaborative mechanisms, comprised of working groups and task forces, that span the areas of nutrition, water, youth, partnerships, gender, indigenous engagement, and migration, in order to foster and strengthen effective cross-Office collaboration on these core issue areas. The Senior Advisor will not perform any function otherwise delegated by the Agency to professional USDH positions, including Contracting Officer, Controller, Executive Officer, or Resident Legal Officer.

3. *Supervisory Relationship.*

The Supervisory USAID Development Assistance Specialist (Senior Advisor) works under the supervision of the USAID/Guatemala Mission Director, and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Senior Advisor is required to determine those that must be coordinated with the Director and/or others.

The Mission Director provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Senior Advisor will seek advice and assistance as required. Work is reviewed in terms of results achieved.

The Deputy Mission Director maintains administrative authority over the Senior Advisor as, delegated by the Mission Director, as well as exercise alter-ego and acting Mission Director authority over the Senior Advisor, as provided for under ADS 103.3.1c.

4. *Supervisory Controls.*

The Senior Advisor exercises full supervisory responsibility over a Team of two senior and mid-level CCN/FSN staff, including the full range of tasks such responsibility entails. In addition, the Senior Advisor provides technical guidance to staff throughout the Mission, as it relates to his/her portfolio.

PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. EDUCATION:** A Master's Degree, or the host-country equivalent, in Economics, Business Management, Business Administration, Public Policy, Law, International Marketing, International Development, or International Finance, or a closely related field, is required.
- 2. PRIOR EXPERIENCE:** A minimum of ten (10) years of progressively responsible, professional-level job-related experience is required. Experience must have included substantial development assistance work, and have provided the opportunity for performing program/project/activity design, program/project/activity planning, and/or project implementation work. At least six years of this experience must have been in development-related work, or related fields, for USAID, other donor agencies, GoG organizations, or private-sector institutions which included program/project/activity design, performance monitoring, and/or the analysis and interpretation of large amounts of data.
- 3. LANGUAGE:** Level IV (fluent) English language proficiency, in both speaking and writing, as well as Level IV (fluent) Spanish language proficiency, in both speaking and writing, is required.

III. **EVALUATION AND SELECTION FACTORS AND CRITERIA**

To be considered for this position, offerors must meet the minimum qualifications noted above. In a **supplemental narrative** included with the offer package, offerors must address each minimum qualification above as it relates to their ability to meet the position's major duties and responsibilities. Offerors should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to each minimum qualification.

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

1. 25 points Work Experience
2. 20 points Job Knowledge
3. 15 points Education
4. 15 points Skills and Abilities (This will be tested)
5. 25 points Interview and Oral Communication

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter. This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and/or case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

Be sure to include your name and the solicitation number at the top of each page.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer including the documents detailed below:
 - a. Form DS-174 Application for U.S. Federal employment. (Find it [HERE](#))*
 - b. Cover letter.
 - c. Resume written in English.
 - d. Copy of Personal Identification Document.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)
5. Application must be submitted ONLY via guatemalavacancies@usaid.gov and the email subject must say: **SOL72052021R10005, Spv. DA-Specialist, CCN-PSC-13**.
6. Please submit the application **only once**.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. (Close of Business).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.

2. ALLOWANCES:

Miscellaneous benefit allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*** END OF SOLICITATION ***